

From: Carolyn.Blair1@PMUSA.Philip-Morris.Com  
Date: 21 Mar 97  
Subject: FW: FTC requests  
To: "Laffoon, Susan" <Susan.Laffoon@PMUSA.Philip-Morris.Com> (Return requested) (Receipt notification requested)

Susan,

I just remembered that I will also need TITL codes for all valid brands.  
Last year was the first year this information was requested, and I'm sure it will be required again for 1996.

Again, thanks for your help,

Carolyn

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From: Blair, Carolyn on Fri, Mar 21, 1997 11:56 AM  
Subject: FTC requests  
To: laffoon, susan

Susan,

I thought it would be a good idea to follow up our conversation with a quick e-mail outlining the things I will need from you to help me in preparing the 1996 FTC report.

- 1) Updated information concerning tar, nicotine and CO levels for all brands.
- 2) New and discontinued brand lists.
- 3) Last date/first date sold lists for brands introduced or discontinued in 1996.

As discussed, my deadline to complete the reporting is May 31st. It would be greatly appreciated if you could return all information within 2 weeks

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of receipt of my package. That would put us around April 4th.

I'll send you a package today containing last year's FTC report and  
FTC  
report preparation directions for your reference.

As always, please let me know if you have any questions or require  
more  
information.

Thanks in advance for all your help,

Carolyn

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